2016-17 Resources to Initiate Successful Employment (RISE)

GRANT GUIDANCE

June 2016

Workforce Education Department
1300 Quince St SE; P.O. Box 42495
Olympia, WA 98504-2495
360-704-4400
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Offered through the Department of Agriculture’s Food and Nutrition Service (FNS), the Resources to Initiate Successful Employment (RISE) program is another means by which the State Board for Community and Technical Colleges (SBCTC) facilitates access to federal workforce education and training dollars to enable basic food recipients to gain the skills necessary for employment. RISE is a pilot project testing enhancements to the Basic Food Employment and Training (BFET) program. Eligible participants are basic food recipients, not currently on TANF.

Who is eligible to apply?
Washington State community and technical colleges (CTCs) which have received approval from the SBCTC and the Department of Social and Health Services (DSHS) may apply for the FFY2017 Resources to Initiate Successful Employment program.

How do you apply?
An OGMS application is not necessary. The RISE application process will entail the following steps:

1. The college will submit the RISE application provided by DSHS to the SBCTC by the annually specified due date.
2. The college will complete a RISE budget in the Online Grant Management System (OGMS): http://apps.sbctc.edu/onlinegrants no later than August 4, 2016. You must contact your OGMS security contact for access to the FFY2017 Resources to Initiate Successful Employment application.

Funding and Billing Process
The RISE program funding and billing process will align with the federal fiscal year of October 1 through September 30.

When will you know if your application is approved?
After your application budget is approved by the SBCTC fiscal staff and DSHS, and the state plan is approved by FNS, the SBCTC will approve your application in OGMS.

Allowable Activities
Eligible RISE services will be limited to those expenditures that are above and beyond what is provided to the general student population at no cost. Additionally, eligible RISE program expenditures must continue to be necessary and reasonable.

Examples of Eligible Expenditures:
Program Administration – activities necessary for the proper administration of the RISE program
- salaries and benefits for staff providing unique* services for the RISE program (e.g. staff responsible for data entry and tracking of RISE students, staff attending RISE providers meetings, staff responsible for maintaining RISE files)
- goods and services used by personnel providing unique* services (e.g. stamps, supplies, postage, small equipment)
- up to 5 percent indirect costs based on actual salaries and benefits for staff attributed to providing unique* services for the RISE program
Direct Services – staff and supplies associated with the following offering unique* RISE services
  o front end RISE eligibility/enrollment process (e.g. staff assisting students with eligibility and enrollment, computer for online applications)
  o case management (e.g. staff that meet with students to assess and assist with barrier removal or need for child care)
  o development of an individual employment plan (e.g. staff that assess interests, skills and abilities with students)
  o required reporting and monitoring (e.g. staff that may have direct student contact to verify enrollment)

Participant Support (For more specific detail, see the RISE Participant Reimbursement Directory found in the RISE Providers Handbook at https://www.dshs.wa.gov/esa/community-partnership-program/fiscal.)
  o Transportation – Bus and transit tickets, fuel for participant owned vehicles for transport to and from RISE activities. Limited to $200 max per month with $800 max per year.
  o Basic Education – Expenses related to participating in an educational or training program (tuition excluded). Limited to $200 max per month; $800 max per year.
  o Clothing - Necessary to seek, accept and maintain employment or to participate in a work like activity or training program. Limited to $150 max per month with $600 max per year.
  o Personal Hygiene - Items needed to maintain personal appearance and grooming in order to participate in activities or accept employment. $100 per request max
  o Child Care – past due balances required for child care to begin can be covered. Limited to $700 max annually.
  o Books & Supplies – textbooks, training materials, other school supplies.
  o Housing support—reasonable and directly related to preparing participants for self sufficiency, or to prevent shut off of essential utilities. Limited to three times per year with a maximum of $1000 per year.
  o Medical Services– eye exams, vision correction, eyeglasses, emergency dental work.$150 max per exam.
  o Training permits and fees – related to training or job search activities.
  o Housing/Utilities – to prevent eviction or utility shutoff. $1000 annual max.
  o Training permits and fees – related to training or job search activities.

Comprehensive Case Management – wraparound services that motivate and support RISE participants’ progression towards self-sufficiency and should include:
  o Ongoing assessment of participants’ strengths and goals
  o Identification of barriers and barrier reduction
  o Individual Employment Plan (IEP) development
  o Systems navigation
  o Career advising
  o Vocational training support
  o Coordination of support services and resources
  o Job Placement and Job Retention follow up, or linking student with an agency that provides these services

Work-based Learning
  o Work study
  o Unsubsidized and subsidized employment
  o Pre-apprenticeships
**Internships**

*Staff supported by college general funds dollars that are not necessary and reasonable and unique to the RISE program will not be an eligible charge to the program (e.g. financial aid staff performing the same services as offered to the general student population). Some services offered to Workforce students are considered to be above and beyond that offered to the general student population. Cost of instruction is not an eligible source of non-federal funds.*

**Background**

In March 2015, Washington State received a three year, $22 million Supplemental Nutrition Assistance Program Employment and Training Pilot Grant from the U. S. Department of Agriculture’s Food and Nutrition Service. The name of the Washington State pilot is Resources to Initiate Successful Employment (RISE). RISE will enhance Washington State’s current Basic Food Employment and Training (BFET) program by adding comprehensive case management and work-based learning strategies to select populations. The pilot will operate in four counties: King, Pierce, Spokane and Yakima. Approximately 7,000 participants are anticipated over the three-year period. The services RISE adds to the BFET program will be funded 100 percent for the pilot term with the requirement that all colleges and community-based organizations (CBO) work towards identifying a 50 percent non-federal yearly match to ensure sustainability after pilot termination.

**RISE Participants**

RISE will be available to Basic Food Assistance recipients who meet the definition of a work registrant*, are not TANF recipients and meet the following criteria:

- **Veteran** – no limitation on service era or discharge status
- **Homeless** – a person who does not have a regular nighttime residence, or stays primarily in a:
  - Supervised shelter that provides temporary living or sleeping quarters
  - Halfway house that provides a temporary residence for persons going into or coming out of an institution
  - Residence of another person that is temporary and the client has lived there for ninety days or less
  - A place not usually used as sleeping quarters for humans
- **Limited English Proficiency (LEP)**
- **Long-term unemployed** – for 12 or more consecutive months
- **Non-custodial Parents (NCP) in arrears.** See the RISE Providers’ Handbook for important details on NCPs who are participating in the Department of Child Support (DCS) Alternative Solutions program and security of records.

*A work registrant is one of the following:
- Age 16-59 with dependents
- Age 16 or 17 not attending secondary school and not head-of-household
- Age 50-59 with no dependents
- Age 18-49 able-bodied and with no dependents (WAC 388-444-0030)

**Information Required for Participant Files**

Participant files must be kept for all RISE participants. The files may be kept in paper or electronic formats and will be reviewed as part of the annual RISE program and fiscal monitoring. Files should be maintained according to Appendix D: Data Security Requirements found in the RISE Grant Guidance and kept for a minimum of six years from the end of the program year. They should contain, at a minimum,
eligibility verification, intake information, assessment, release of information or DSHS consent form, participant progress and substantiation of participant reimbursement.

RISE Pilot Data Collection and Reporting
Provide all necessary and required information needed as requested by DSHS to assist in Mathematica’s cost benefit analysis. Report submissions must meet required processes and deadlines.

For More Information
If you have any questions regarding the Resources to Initiate Successful Employment (RISE) program, please contact Mat Carlisle, Program Administrator at (360) 704-4341 or mcarlisle@sbctc.edu.

If you have any questions regarding OGMS, please contact April Messenger, Program Assistant at (360) 704-1021 or amessenger@sbctc.edu.
How to Code Students for Tracking In The Student Management System

The Resources to Initiate Successful Employment (RISE) program enrollments are reported using an Unusual Action code for both RISE test group and non-RISE control group participants.

Legacy

RISE Treatment Group

The RISE Unusual Action code must be added to the Unusual Action Code table in SMS (SM5021). Use unusual-action value “R+” for all students that are approved for RISE participation through the Mathematica randomization process.

RISE Control Group

The RISE control group Unusual Action code must be added to the Unusual Action Code table in SMS (SM5021). Use unusual-action value “M+” for all students that are identified as part of the RISE control group by the Mathematica randomization process.

Traditional BFET Participants

All traditional BFET students will maintain the B! unusual action value.

Coding Instructions

Enter the value for the student on the Student Unusual Action screen (SM5003) including the YRQ of their enrollment in the program. The student must be coded each quarter. This requires updating the YRQ field.
If you have any questions on the use of this code, please contact SBCTC Data Services at dataservices@sbctc.edu.

Completions And Exit Status
Outcomes have been identified, and performance measures include:

- New enrollments
- Number of participants completing a specified component
- Entered employments

In addition, the SBCTC collects general student demographic information for accountability reports such as:

- Employment outcomes
- Achievement points as students progress
- Students’ highest achievement at the time of exit
- Comparisons to other similar student groups not receiving RISE resources

System and College Quarterly Monitoring
With an increased emphasis on accountability and performance, it is essential that RISE coordinators verify their college’s SMS quarterly data before it is transmitted and work with campus registrars for quarterly reporting dates and timelines. The SBCTC (or data warehouse) can provide Resources to Initiate Successful Employment coordinators outcome data. These reports will be deemed official and final. For accurate reporting and performance measurements, it is important that colleges count the same students that the SBCTC counts.

Resources to Initiate Successful Employment Partnership Program Reporting
Each college must comply with requirements for documenting, reporting, and verifying participation in RISE activities using the eJAS system.
Can partners use Resources to Initiate Successful Employment funding to cover unmet needs for students who are receiving other sources of funding or financial aid?
RISE funds cannot be used to cover the cost of tuition. RISE funds can be used to cover the cost of books and supplies, as well as specified support services, which are necessary and reasonable for the student to continue to participate in a RISE activity.

**Important**
Other sources of funding and financial award packages must be fully utilized to cover all costs first. Colleges may not use RISE funds if participants have been funded to their maximum need level by another available resource. Colleges may not consider RISE funding in determining the financial need of students.

In addition, if a college encounters this scenario, the college must document the financial aid award, the eligible costs, and the disbursement of the financial aid to cover those costs and clearly show the balance that was charged to RISE.

**How does the “unmet needs clarification” apply in situations where financial aid funds are not fully disbursed?**
RISE policy is aware that in some instances, such as with work-based learning like work study, students do not have access to the total amount of the award up front. However, the policy regarding the use of RISE funds does not make allowances for these situations. The college must ensure, in some way, no RISE funds were used to pay costs covered by other sources of funding.
RISE eJAS Components

- Once clients are processed for the pilot and are assigned to either the Treatment Group (RISE) or the Control Group (BFET), appropriate components must be opened in eJAS or a referral sent.
- If the client is assigned to the Treatment Group, the FP component and CF case management components must be opened.
- If the client is assigned to the Control Group, then the case manager will send an eJAS referral to a BFET contractor. The case manager will refer to a BFET contractor offering similar services. Contact information for the BFET contractor will be provided to the client. If the client is assigned to the Control Group and will remain with your agency’s BFET program, a referral is not needed.

All of the following components are opened by the comprehensive case manager, (CCM) and are maintained by the CCM (this includes opening/updating/closing):

- FP - RISE indicator (not a participation component). The FP component will be automatically open for a calendar year, when a RISE participation component is opened.
- CF - The comprehensive case management component should be opened once the client engages in the RISE program, and is assigned to the case manager’s contractor code. The total hours should include hours meeting with client to reduce barriers; hours the client is working to reduce barriers, and can include job shadowing.
- SL - The Strategies for Success (SFS) component is opened by the case manager, and should be the start and end dates of the actual SFS training, and is assigned to the case manager’s contractor code. The hours should reflect weekly participation hours.
- WB - The Work Based Learning (WBL) component is opened by the case manager, and should be the start and end dates of the WBL placement, and is assigned to the WBL agency’s contractor code. The hours should reflect weekly participation hours.
- CS - The Division of Child Support component is opened by the case manager and the hours should reflect the amount of time the client is participating in reducing specific child support barriers (hours will be communicated from Alternative Solutions Support Enforcement Officer, to the case manager.

Eligible individuals can participate in the following activities (components):

- Comprehensive Case Management (CF)
- Strategies for Success Training (SL)
- Work-Based Learning (WB)
- Alternative Solutions
• **RISE Indicator (FP)** - All RISE participants must have this component opened. This will distinguish the case from WorkFirst and BFET in eJAS, and allow you access to the participant’s eJAS case.

• **Job Search (JS)** - JS activity is assistance provided to participants to secure employment. This may include access to job listings, email, fax, telephone or assistance in preparing applications and resumes. The participant must make six employer contacts per month. You can open this component for a maximum of 90 days, with a total of up to 270 days. You cannot extend JS past 90 days. You must close the JS after 90 days, and open a new JS if the client will participate in JS again. JS components cannot start with a future date.

• **Vocational Education (VE)** - VE activity is education or instruction in specific skills and abilities required in an occupational field. This may include occupational assessment, remedial and entry level job skills training, customized and institutional skill training, and upgrade training.

• Open this component for a maximum of 150 days, with a total of up to 1 year without further DSHS review.

**Implementation**

Colleges must report the total number of hours of participation that students will be engaged in weekly. The hours should include seat time and time spent in any other required activities that are directly related to the RISE training program. Training hours and any other additional required activities will be described in all Individual Employment Plans (IEP) and in Client Notes in eJAS. Colleges must document participation time in approved activities:

1. **Vocational Education** – Document the scheduled class time per week, including all other required activities associated with the class or educational activity such as required group work/meetings, internship activities, laboratory time, and cooperative learning experiences as described in a class syllabus, contract, or curriculum guide.

2. **Education, HSE, or Basic Studies** – Document the activities as above.

3. **Job Search Training and Job Search** – Job Search Training is intended to enhance job readiness skills through such activities as job skills assessment, resume/cover letter preparation, interviewing techniques, workplace etiquette, employer expectations, job clubs, job placement services and related workshops or seminars. Job Search requires at least six documented, direct contacts per month with potential employers, and may be appropriate for students in the last quarter or two of their training.

4. **Strategies for Success (SFS) training** – a program of life skills activities that must be a minimum of 96 hours, with no more than 30% of the hours being an online or homework format. Five categories must be included in the SFS curriculum: work concepts, health & well-being, communication, personal strength builders and community engagement. A detailed curriculum has been developed by DSHS. If you offer an internal SFS course, you must provide a copy of the course outline and plan to DSHS RISE staff for recommendations and approval at RISE@dshs.wa.gov. Services cannot be implemented without approval. All RISE participants must engage in SFS training, unless they have received similar services within the past 180 days and have reduced enough barriers to engage in other RISE activities.
5. **Comprehensive Case Management** – participants must have one critical barrier or 3 or more stand-alone barriers from the list below. Case managers must have contact with the participants weekly, via phone or in person. Case notes must be input into eJAS and include information on the participant’s eligibility, services rendered the outcomes of those services and the results of both formal and informal conversations with the case manager. The eJAS component must not extend beyond 7 days per occurrence.

<table>
<thead>
<tr>
<th>Critical Barriers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
</tr>
<tr>
<td>Mental Health</td>
</tr>
<tr>
<td>Physical Health</td>
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<tr>
<td>Chemical Dependency</td>
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<tr>
<td>Criminal History</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stand-alone Barriers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Issues</td>
</tr>
<tr>
<td>Lack Basic Resources (hygiene, transportation, clothing, etc.)</td>
</tr>
<tr>
<td>Veteran Discharge Status</td>
</tr>
<tr>
<td>Children with special needs</td>
</tr>
<tr>
<td>Child health issues</td>
</tr>
<tr>
<td>Lack ID/Birth Certificate/Driver’s License</td>
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<tr>
<td>Lack of or Negative Employment History</td>
</tr>
<tr>
<td>Veteran Discharge Status</td>
</tr>
<tr>
<td>Lack computer skills</td>
</tr>
<tr>
<td>Lack GED/HSD</td>
</tr>
<tr>
<td>Limited English</td>
</tr>
<tr>
<td>Learning Disability</td>
</tr>
<tr>
<td>Financial Literacy</td>
</tr>
<tr>
<td>Owe Child Support</td>
</tr>
<tr>
<td>Lack childcare</td>
</tr>
</tbody>
</table>

6. **Work-based Learning** – RISE participants can be referred to Workforce Development Council (WDC) partners for placement. Limited to 240 hours total for paid employment; an exception to the rule for extension can be requested. The following criteria must be met:
   a. Able to participate 40 hours/week. Work study placement cannot exceed 19 hours/week.
   b. Child care is in place
   c. Transportation needs are met
   d. Other support service needs are met
   e. Criminal conviction history is known

Work-based learning must occur within the following industry sectors:
   a. Accommodation and Food Services
   b. Agriculture
   c. Construction
   d. Healthcare and Social Services
   e. Information Technology
   f. Manufacturing
   g. Utilities

7. The required documentation must be in place with a timeline for implementation.

8. A copy of the participation documentation must be maintained in the student file. Follow Attachment A: Data Security Requirements found in Appendix D.
**Study Time Hours**

Can study time be added to the number of training hours reported in eJAS for BFET participants in a program at a community or technical College?

Colleges can add time spent in additional activities that are directly connected to a training program. Colleges will specify in writing when students are required to participate in additional activities that are directly connected to their training program. Training hours and any other additional required activities will be described in all Individual Employability Plans (IEP), and this will allow the additional hours to be added to the number of classroom instruction hours.

**ABAWD (Able Bodied Adults without Dependents)**

Per WAC 388-444-0010, a Basic Food recipient is exempt from work registration, and as a result from ABAWD requirements, if they are enrolled at least half-time in an institution of higher learning. For college purposes, half-time is defined as being enrolled a minimum of six credits per quarter.
APPENDIX D: DATA SECURITY REQUIREMENTS

RISE Contract – Attachment A-1: Data Security Requirements for SBCTC Subcontractors & Subgrantees

1. Definitions. The words and phrases listed below, as used in this Exhibit, shall each have the following definitions:
   a. “Authorized User(s)” means an individual or individuals with an authorized business requirement to access DSHS Confidential Information.
   b. “Hardened Password” means a string of at least eight characters containing at least one alphabetic character, at least one number and at least one special character such as an asterisk, ampersand or exclamation point.
   d. “Subcontractor” means community and technical colleges, Northwest Indian College, non-profit and for-profit entities that have a separate agreement or contract between the SBCTC and entity to perform all or a portion of the duties and obligations pursuant to this Agreement.
   e. “Unique User ID” means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.

2. Data Transport. When transporting DSHS Confidential Information electronically, including via email, the Data will be protected by:
   a. Transporting the Data within the Subcontractor’s internal network, or;
   b. Encrypting any Data that will be in transit outside the Subcontractor’s internal network. This includes transit over the public Internet.

3. Protection of Data. The Subcontractor agrees to store Data on one or more of the following media and protect the Data as described:
   a. Hard disk drives. Data stored on local workstation hard disks. Access to the Data will be restricted to Authorized User(s) by requiring logon to the local workstation using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.
   b. Network server disks. Data stored on hard disks mounted on network servers and made available through shared folders. Access to the Data will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

   (1) For DSHS Confidential Information stored on these disks, deleting unneeded Data is sufficient as long as the disks remain in a Secured Area and otherwise meet the requirements listed in the above paragraph. Destruction of the Data as outlined in

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Section 5. Data Disposition may be deferred until the disks are retired, replaced, or otherwise taken out of the Secured Area.

c. **Optical discs (CDs or DVDs) in local workstation optical disc drives.** Data provided by DSHS on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a Secured Area. When not in use for the contracted purpose, such discs must be locked in a drawer, cabinet or other container to which only Authorized Users have the key, combination or mechanism required to access the contents of the container. Workstations which access DSHS Data on optical discs must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

d. **Optical discs (CDs or DVDs) in drives or jukeboxes attached to servers.** Data provided by DSHS on optical discs which will be attached to network servers and which will not be transported out of a Secured Area. Access to Data on these discs will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on discs attached to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

e. **Paper documents.** Any paper records must be protected by storing the records in a Secured Area which is only accessible to authorized personnel. When not in use, such records must be stored in a locked container, such as a file cabinet, locking drawer, or safe, to which only authorized persons have access.

f. **Remote Access.** Access to and use of the Data over the Secure Access Washington (SAW) will be controlled by DSHS staff who will issue authentication credentials (e.g. a Unique User ID and Hardened Password) to Authorized Users on Subcontractor staff. Subcontractor will notify DSHS staff immediately whenever an Authorized User in possession of such credentials is terminated or otherwise leaves the employ of the Subcontractor, and whenever an Authorized User’s duties change such that the Authorized User no longer requires access to perform work for this Contract.

g. **Data storage on portable devices or media.**

1. Except where otherwise specified herein, DSHS Data shall not be stored by the Subcontractor on portable devices or media unless specifically authorized within the terms and conditions of the Contract. If so authorized, the Data shall be given the following protections:
   a. Encrypt the Data with a key length of at least 128 bits
   b. Control access to devices with a Unique User ID and Hardened Password or stronger authentication method such as a physical token or biometrics.
   c. Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.
   d. Physically secure the portable device(s) and/or media by keeping them in locked storage when not in use using check-in/check-out procedures when they are shared, and taking frequent inventories

2. When being transported outside of a Secured Area, portable devices and media with DSHS Confidential Information must be under the physical control of Subcontractor staff with authorization to access the Data.
   a. Portable devices include, but are not limited to; smart phones, tablets, flash
memory devices (e.g. USB flash drives, personal media players), portable hard disks, and laptop/notebook/netbook computers if those computers may be transported outside of a Secured Area.

(b) Portable media includes, but is not limited to; optical media (e.g. CDs, DVDs), magnetic media (e.g. floppy disks, tape), or flash media (e.g. CompactFlash, SD, MMC).

h. **Data stored for backup purposes.**

   (1) DSHS data may be stored on portable media as part of a Subcontractor’s existing, documented backup process for business continuity or disaster recovery purposes. Such storage is authorized until such time as that media would be reused during the course of normal backup operations. If backup media is retired while DSHS Confidential Information still exists upon it, such media will be destroyed at that time in accordance with the disposition requirements in Section 5, Data Disposition.

   (2) DSHS Data may be stored on non-portable media (e.g. Storage Area Network drives, virtual media, etc.) as part of a Subcontractor’s existing, documented backup process for business continuity or disaster recovery purposes. Such media will be protected as otherwise described in this exhibit. If this media is retired while DSHS Confidential Information still exists upon it, the data will be destroyed at that time in accordance with the disposition requirements in Section 5, Data Disposition.

4. **Data Segregation.**

   a. DSHS Data must be segregated or otherwise distinguishable from non-DSHS data. This is to ensure that when no longer needed by the Subcontractor, all DSHS Data can be identified for return or destruction. It also aids in determining whether DSHS Data has or may have been compromised in the event of a security breach. As such, one or more of the following methods will be used for data segregation.

   b. DSHS Data will be kept on media (e.g. hard disk, optical disc, tape, etc.) which will contain no non-DSHS Data. And/or,

   c. DSHS Data will be stored in a logical container on electronic media, such as a partition or folder dedicated to DSHS Data. And/or,

   d. DSHS Data will be stored in a database which will contain no non-DSHS data. And/or,

   e. DSHS Data will be stored within a database and will be distinguishable from non-DSHS data by the value of a specific field or fields within database records.

   f. When stored as physical paper documents, DSHS Data will be physically segregated from non-DSHS data in a drawer, folder, or other container.

   g. When it is not feasible or practical to segregate DSHS Data from non-DSHS data, then both the DSHS Data and the non-DSHS data with which it is commingled must be protected as described in this exhibit.

5. **Data Disposition.** When the contracted work has been completed or when no longer needed, except as noted in 4.b above, Data shall be returned to DSHS or destroyed. Media on which Data may be stored and associated acceptable methods of destruction are as follows:

<table>
<thead>
<tr>
<th>Data stored on:</th>
<th>Will be destroyed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server or workstation hard disks, or Removable media (e.g. floppies, USB flash drives, portable hard disks) excluding optical discs</td>
<td>Using a “wipe” utility which will overwrite the Data at least three (3) times using either random or single character data, or</td>
</tr>
<tr>
<td>Paper documents with sensitive or Confidential Information, including information that requires special handling, such as protected health information.</td>
<td>Degaussing sufficiently to ensure that the Data cannot be reconstructed, or Physically destroying the disk</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Magnetic tape</td>
<td>Degaussing, incinerating or crosscut shredding</td>
</tr>
<tr>
<td>Optical discs (e.g. CDs or DVDs)</td>
<td>Incineration, shredding, or completely defacing the readable surface with a coarse abrasive</td>
</tr>
<tr>
<td>Magnetic tape</td>
<td>Degaussing, incinerating or crosscut shredding</td>
</tr>
</tbody>
</table>

6. **Notification of Compromise or Potential Compromise.** The compromise or potential compromise of DSHS shared Data must be reported to the DSHS Contact (Olga Walker / walkeop@dshs.wa.gov / 360-725-4641) or designee within one (1) business day of discovery. At the same time Subcontractor notifies the DSHS Contact, the Subcontractor must also contact the SBCTC RISE Policy Associate (Erin Frasier / efrasier@sbctc.edu / 360-704-4339) or designee. Subcontractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.

7. **DSHS Data shall not be shared with Sub-Subcontractors.**